



## VERSATILITY. EXPERTISE.

With these two words, Vertex makes the promise that we will always be versatile in developing solutions to our clients' unique needs and that we will always demonstrate expertise in our designated fields. We encourage our employees to think and develop the best solutions for our clients. If you think you have what it takes to play for the Vertex team, please apply.

Established in 1976, Vertex is a leading North American provider of environmental and industrial services. With over 40 years of expertise, Vertex helps clients achieve their development goals through our versatile suite of services. From the initial site selection, consultation and regulatory approval, through the construction, operation and maintenance phases, to conclusion and environmental cleanup, Vertex offers a diverse range of services throughout the life cycle of our clients' projects.

With a track record of success, Vertex provides an environment where people thrive. We recognize that each member brings a valuable skillset to the Vertex team. We make health, safety and community well-being a priority by supporting numerous endeavors at each of our locations across North America.

Vertex offers a fast-paced environment where priorities shift from day to day, but the expertise of our team allows these changes to occur smoothly. At Vertex, we value teamwork through collaboration within each division or office and provide support across the entire organization.

## OVERVIEW

Vertex is currently accepting applications for one full-time, permanent **Controller** for our Construction Division. The successful candidate must have relevant accounting and industry experience with a demonstrated eye for detail. The Controller is directly responsible for providing financial and operational expertise, leadership and support for the Construction division. This position will be mainly responsible for playing a key role in overseeing all reporting and financial functions related to Vertex, including supervisory responsibility of accounting staff, support of various directives, and process improvement opportunities.

## CANDIDATE QUALIFICATIONS

- BA in Business, or relevant post-secondary education
- Must have designation or working towards designation (e.g.: CA, CGA, CMA or CPA)
- 5 years of experience within the Construction Industry
- 5-7 years as a Controller with supervisory experience
- Solid understanding of the construction and oil and gas industries
- Strong knowledge in financial, operational and cost reporting and analysis
- Experienced in budgeting, forecasting and business process'
- Strongly proficient with Accounting software and MSO, especially in Word and Excel
- Proficient in asset utilization and a key driver of process improvement
- Skilled in dealing in both union and non-union environments
- Excellent communication skills, both written and verbal

- Strong problem solving and decision-making skills
- Highly organized and self-motivated
- Ability to develop, nurture and maintain strong relationships with vendors, agencies and various internal stakeholders
- Ability to work effectively in a team environment

**RESPONSIBILITIES**

- Assist in the delivery of accurate and timely financial and operational reports
- Responsible for month end, journal entries, reconciliations and financial statement preparation
- Provide business analysis from data converted to information that allows key stakeholders to make strategic business decisions
- Assist with the year-end audit process
- Oversee of monthly project accounting costing details and reporting
- Budgeting, forecasting and support of operational planning processes
- Improvement initiatives around internal system processes and controls in order to streamline and reduce inefficiencies of financial processes
- Assist in the documentation and implementation of internal controls to ensure consistency of policies and procedures
- Facilitate the development of direct and indirect reports through the provision of continuous coaching and mentoring
- Other related responsibilities that may be assigned from time to time

**LOCATION**

- This position will be based out of our Sherwood Park location, located at #121, 2055 Premier Way

**ADDITIONAL INFORMATION**

- Compensation is commensurate with education and experience
- A comprehensive benefit package is provided

**APPLY NOW**

Email: [hr@vertex.ca](mailto:hr@vertex.ca)

When applying please indicate the following information on your application:

Job Requisition: 001-41

Job Title: Controller

*\*We would like to thank all applicants for their interest in this position, however only those selected for interviews will be contacted\**